

Completed	Cooperating Teacher Checklist Activities that Require Action Fall 2022
	Internship Agreement: <ul style="list-style-type: none"> • Meet with your student to discuss mutual expectations. • Complete the Student Teacher and Cooperating Teacher Agreement with your student (attached below). • The student should email the form to you and our office at step@tcnj.edu. Full semester agreements are due on or before September 16, 2022 Half semester agreements are due on or before October 28, 2022
	Performance Assessments (completed online): <ul style="list-style-type: none"> • Assessments are submitted through LiveText Field Experience Module (FEM). Login information is sent 3-4 weeks after the semester starts. • Refer to the assessment calendar on the STEP Office website for due dates under <i>Forms for Cooperating Teachers</i>. • Midterm assessments are due October 19th for full semester placements and September 28th (first half) and November 16th (second half) for half semester placements.
	Final assessments: <ul style="list-style-type: none"> • Due on or before December 9th. • The assessments are also submitted electronically through the LiveText Field Experience Module (FEM). • Be sure to fill out a separate form for each student that you host.
	Stipend Application: <ul style="list-style-type: none"> • Apply for your stipend on or before December 15st. • The link and password will be sent after the semester starts. • Complete your <u>signed W9</u> before completing your online application and attach it at the same time. • Further instructions for stipend applications can be found on our website. <p>Note: We are not able to pay stipends for the fall semester after December 15th.</p>